

Position Description

Title: HDR Management Officer (Scholarships)	HEW Level: HEW 6
Faculty/Office: Office of DVC Research	Position Number: 21296
Department/Team: HDRO	Date: 26 September 2014

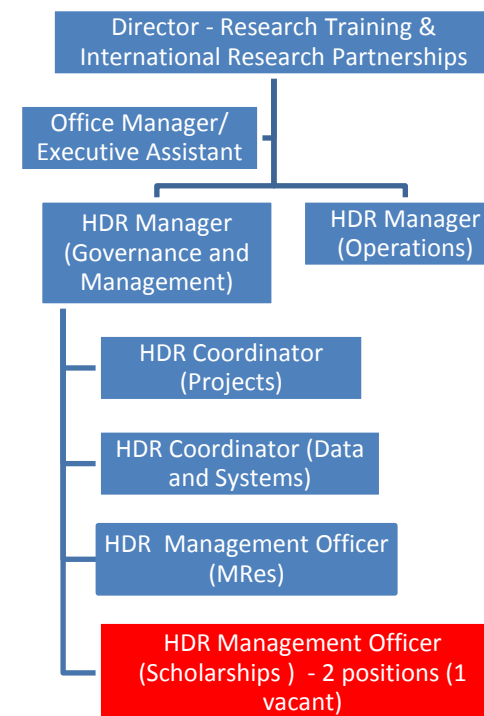
Position Purpose: To provide administrative support and advice to current and prospective higher degree research students and staff on scholarship opportunities, applications and management.

ORGANISATIONAL CONTEXT

The Higher Degree Research Office (HDRO) manages enrolment and progression of Macquarie University Higher Degree Research (HDR) candidates. It is also responsible for the administration and management of the associated Research Pathway Programs. The Office works with key stakeholders including the University Faculties, the Dean of Higher Degree Research and the Higher Degree Research Committee in the development and implementation of quality enhanced activities to support candidates and the academic staff supervising them. The HDRO reports to the Office of the Deputy Vice Chancellor (Research).

The HDR Governance and Management Team is responsible for rules, policies, procedures and guidelines which sit across the HDR life cycle. Additionally they work across the management of scholarships, fees, financial management, marketing, advertising, HDR data, systems and projects for research and associated research pathway program candidates, both domestic and international.

ORGANISATION CHART



KEY ACCOUNTABILITIES	POSITION CONTEXT	
<ul style="list-style-type: none"> • Provide accurate and timely advice to higher degree research candidates and academic staff on scholarship eligibility, applications, processes and payments. • Process scholarship applications, scholarship offers and variations • Process stipend payments and monitor the associated payroll commitments • Prepare scholarships data and reports • Identify, develop and implement improvements to the administrative systems, policies and procedures related to HDR scholarships • Assist with the coordination of scholarship related events and other HDR events as required • Update scholarship advertisements and communications • Build and manage relationships with candidates, key internal and external stakeholders. • Comply with relevant EEO and WHS regulations. • Perform any other duties as required and as appropriate for the incumbent's level of competence. 	Reports to:	HDR Manager (Governance and Management)
	Positions Reporting to:	n/a
	Key Direct Clients:	<ul style="list-style-type: none"> • Current and prospective HDR and MRes students • University academic and non-academic staff
	Other Key Relationships:	<ul style="list-style-type: none"> • HDRO staff • Research Office • Marketing • Finance • Human Resources & Payroll • Campus Wellbeing • Campus travel • Macquarie International Students and Registrar
	Budget Accountability:	n/a
	Role-specific Conditions: <i>Delete from the list those items which are not relevant to the role.</i>	
	Scope and autonomy	Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed
	Problem solving	Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques.

CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

COMPETENCIES Clusters of behaviours required for successful performance.

Planning and Execution: Managing time and resources to complete tasks and achieve objectives.

Quality Focus: Ensuring accuracy and quality when completing tasks.

Communication: Effectively grasping and conveying ideas and concepts to others.

Service Focus: Making students, staff, key contacts and their needs a priority.

Analysis and Judgement: Evaluating information and data to solve problems and make decisions.

Teamwork: Working in collaboration with others to achieve shared goals.

ATTRIBUTES Personal qualities related to successful performance.

Perseverance: Persevering despite obstacles to ensure tasks are completed.

Flexibility: Responding effectively to unexpected or changing circumstances.

Reliability: Meeting commitments and responsibilities.

Initiative: Taking action, on own accord, to address problems and prevent them from reoccurring.

Integrity: Maintaining confidentiality, discretion and professionalism.

REQUIRED KNOWLEDGE Qualifications, technical and/or professional skills and information needed from day one for successful performance.	KEY EXPERIENCES Practical experiences and exposure to specific environment or activities related to successful performance.
<p>Tertiary qualification and/or relevant experience.</p> <p>Understanding of Australian Higher Education environment specifically relating to Higher Degree Research.</p> <p>Computer skills including Microsoft Office, database, email, web-based software applications, internet.</p> <p>Understanding of University/HDR governance and management systems.</p> <p>Knowledge and understanding of HDR research scholarship schemes, HDR reporting systems, databases in an Australian Higher Education environment with the University's research profile.</p> <p>Understanding of regulatory requirements (e.g. APA and other scholarship guidelines, ESOS, AQF, Autonomous Sanctions Act, Code of Conduct for Responsible Research etc)</p>	<p>Working in a HDR or research management environment.</p> <p>Working with complex databases, gathering, analysing and reporting on data.</p> <p>Working with research scholarship schemes and projects.</p> <p>Build and manage relationships with key internal and external stakeholders.</p> <p>Interpreting and applying legislation and policies in a research environment</p>
ACQUIRED KNOWLEDGE Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.	
<p>Knowledge of HDRO functions and structure.</p> <p>Knowledge of HDR degree structures, policies, systems, processes and procedures.</p> <p>Understanding the strategic direction for research and research training in an University environment</p>	